



CITY OF REDMOND
APPLICATION REQUIREMENTS FOR:
CERTIFICATE OF APPROPRIATENESS

An appointment must be scheduled to submit your application to the Permit Center. Please call 425-556-2494 to schedule your appointment. Applications delivered by courier or by mail will not be accepted. Failure to include all items will result in the application being deemed incomplete and will not be reviewed until complete.

Please note that the submittal requirements below may change periodically. These submittal requirements are dated **June 2006**.

I. PURPOSE

The Certificate of Appropriateness process should be used when the following actions are proposed to a historic landmark property:

- Restoration and repair (not considered ordinary maintenance)
- Alterations
- Additions
- Demolition
- Excavation

Exceptions are allowed for ordinary repairs, emergency repair work, normal excavations of new graves in a cemetery and certain interior improvements. (See 20F.40.32-030 Exceptions)

II. APPLICABILITY/REVIEW PROCESS

The Certificate of Appropriateness process is established to ensure against the loss of historic significance to historic landmark properties. It further ensures that prior to consideration of a demolition that alternatives have been explored and the mitigation, if appropriate, is required.

The Certificate of Appropriateness process may be a Level I, II, or III depending upon what action is proposed. It ranges from an administrative decision by the Technical Committee to a full Landmarks Commission hearing. For information concerning which process applies refer to RCDG Section 20F.40.32.

III. GENERAL

The applicant shall check each item below to confirm these items are included in the application submittal package:

- ☐ A. Completed General Application Form and Project Contact Form.
- ☐ B. A written explanation project description which includes:
 - The location and current condition of the feature.
 - Information about the original design and materials of the feature, if known, including the date of construction.
 - A complete description of the proposed alterations along with a discussion on the reason for the proposed intervention and reason for choosing the proposed alternative.
 - Specific information about materials. (i.e. metal roofing, paint colors, or plantings)

For excavation proposals provide a plan approved by a qualified archeologist. For demolition proposals, provide an explanation of the need for demolition including any structural or economic considerations.

NOTE: Features of significance vary for each landmark property, but most often include all of the building exterior, highly distinctive portions of the interior, outbuildings, and elements of the site itself such as original elevations or landscape elements. To verify what elements of a project should be discussed on an application, it is recommended you meet with historic preservation planning staff.

- ☐ C. Photographs of current condition and, if possible, historic photos that are helpful in determining the original appearance. Drawings as applicable.
- ☐ D. Vicinity map (suitable for public notice purposes) with labeled streets and north arrow on 8 1/2" x 11 sheet of paper
- ☐ E. A SEPA Application form and checklist
- ☐ F. Completed SEPA/CAO Fee Worksheet